Operator's Lesson Plan

Vehicle File

I. Introduction

For NCIC 2000 purposes, a vehicle is defined as any motor-driven conveyance designed to carry it operator except a boat. Aircraft and trailers are also to be entered in the Vehicle File.

II. Objective

Upon completion of the lesson, the user will be able to answer test questions for inquiring, entering, modifying, locating, clearing and canceling a vehicle record.
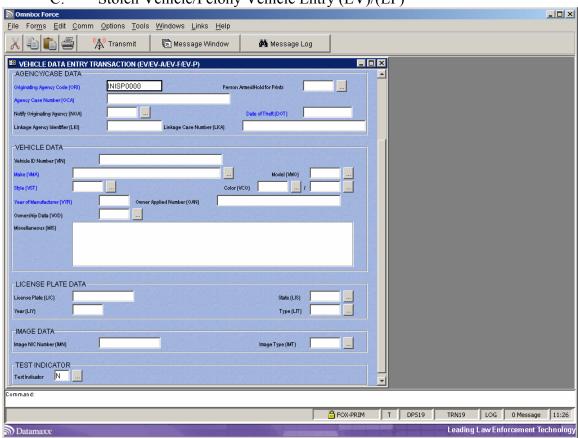
III. Entry Criteria

1. A stolen vehicle may be entered if a theft report has been made and the agency holding the report should enter the record.

2. A loaned rented or leased vehicle that has not been returned may not be entered in the file unless an official police report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.

3. A felony vehicle (a vehicle used in the commission of a crime) may be entered providing the whereabouts of the vehicle is unknown.

4. A vehicle subject to seizure may be entered based on a federally issued court order.

5. Mandatory fields for a stolen vehicle are:
   a. ORI, VYR, VMA, VST, DOT, OCA and at least one numeric identifier:
      1. LIC (all license plate fields will be required).
      2. VIN or OAN.

6. Mandatory field for a felony vehicle are:
   a. ORI, VMA, DOT, OCA and at least one numeric identifier:
      1. VIN or LIC.

Retention Period

1.   Stolen vehicles will remain on file for the year of entry plus 4 years.
2.   A stolen vehicle will remain on file for 90 days if it does not contain a VIN or OAN.
3.   A felony vehicle or vehicle subject to seizure will remain on file for 90 days.

C.   Stolen Vehicle/Felony Vehicle Entry (EV)/(EF)

Agency/Case Data

1.   Hold for Prints
      a.   -A - STOLEN VEHICLE – OCCUPANT(S) ARMED
            -P - STOLEN VEHICLE – HOLD FOR LATENTS
            -F - STOLEN VEHICLE – ARMED/HOLD FOR LATENTS

2.   Linkage Agency Identified (LKI) and Linkage Case Number (LKA)

a.   The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record, which shares the same incident of a record, entered for a different ORI and/or OCA can link the records by entering the asssociated ORI and OCA in the Linkage Fields (LKI and LKA).

Vehicle Data

1.   Vehicle ID Number (VIN)

a.   Enter a maximum of twenty alpha and/or numeric characters. If VIN is unknown, field should be left blank.

b.   A rebuilt vehicle bearing its original VIN plate should be entered using the appropriate VMA and VMO codes.

c.   Motorcycles that have two identifying numbers, a VIN and a engine number, the VIN is entered into the VIN field and the engine number is entered into the OAN. The engine number should be described in the MIS field.

d.   VIN's exceeding 20 characters must be entered into the MIS field.

2.   Make (VMA)

a.   Required.

b.   The first four characters MUST be a valid NCIC Code.

c.   If a manufacturer-assigned VIN is present on a rebuilt vehicle, the vehicle should be entered under its major make code.

d.   The VMA field code ASVE is used on a homemade and assembled vehicles with no manufacturer's name.

e.   Every aircraft make must be coded AERO, and the known manufacturer's name should be entered in positions 5 through 24 of the VMA Field.

f.   ATVs should be entered with a motorcycle VMA code listed, the VMO code CYL, and VST code MV. If a motorcycle make is not listed for the ATV manufacturer, the VMA code ATV must be entered in the VMA Field, and the manufacturer's name must be entered in positions 5 through 24 of the VMA Field.

g.   If a trailer make is not listed, the code TRLR must be entered in the VMA Field. The make of the trailer must be entered in positions 5 through 24 of the VMA Field.

If a trailer is homemade, the code HMDE must be entered in the VMA Field.

3.   Model (VMO)
    a.   Minimum of two and a maximum of three alphabetic or numeric characters.
    b.   Must contain AV or REP (Replica) if the VMA field contains ASVE.

4.   Style (VST)
    a.   Required.
    b.   Must be a valid two-character NCIC code.

5.   Color (VCO)
    a.   Must be a valid NCIC-assigned color code. If two colors are used, they must be separated by a slash (/). For a vehicle of more than two colors, MUL/COL may be entered. If this is used, the actual colors should be described in the "MIS/" field.

6.   Year of Manufacturer (VYR)
    a.   Required.
    b.   This field must be four numeric characters representing the production year during which the vehicle was manufactured.
    c.   In instances where a vehicle is not registered and the year of manufacture is unknown, e.g., for a minibike, snowmobile, or assembled or homemade vehicle, the vehicle year should be estimated and the wording VYR/ESTIMATED should be placed in the MIS Field

7.   Owner Applied Number (OAN)
    a.   Enter a maximum of twenty alphanumeric characters. The OAN cannot be identical to the VIN or SER. If the MKE is EF, the OAN must be blank.
    b.   Stolen vehicles that have been assigned a unique serial number by a state agency, the state-assigned VIN should be entered in the OAN.
    c.   Non conforming 17 character VIN's should be entered into this field and the VIN field is to be left blank.

8.   Ownership Data (VOD)
    a.   One alphabetic character reserved to show National Insurance Crime Bureau (NICB) interest in a stolen boat or

vehicle. A Law Enforcement Agency may, upon receiving authorization from NICB enter the VOD character at time of entry only.
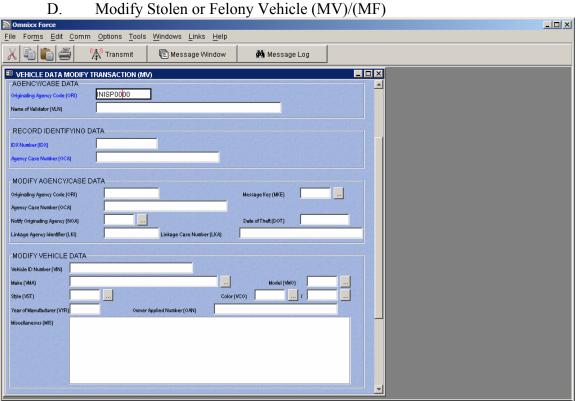
9.   Miscellaneous (MIS)
   a.   This field should contain information that further describes the vehicle that is entered.
   b.   Enter a maximum of 200 characters.
   c.   Entry of a vehicle subject to seizure should contain the date the court order expires: Ex: SUBJ TO SEIZURE – COURT ORDER EXPIRES MMDDYYYY.
   d.   When a felony vehicle record is entered, a brief description of the felony should appear in the MIS field.
   e.   For records containing the generic VMA codes AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, and TRUCK, the manufacturer's complete name must be entered into the MIS Field. The model number and/or model name (usually contained on the bill of sale) should be entered when available. If the vehicle is homemade, VMA/HOMEMADE should be included in the MIS Field.

Image Data

1.   Image NIC Number (IMN)
   a.   First character SHALL be "I" followed by nine numeric characters.

2.   Image Type (IMT)
   a.   Must be one of the following alphabetic codes:
            V – Generic Vehicle, B - Generic Boat.

D.   Modify Stolen or Felony Vehicle (MV)/(MF)

Record Identifying Data

1.   IDX Number (IDX)
   a.   Required.

2.   Agency Case Number (OCA)
   a.   Required.
   b.   Entering Agency's Case Number.